National Institutes of Health/Office of Extramural Research

Electronic
Research
Administration

Internet Assisted Review Pioneer Awards Users Guide

Version 2.8.1.1 – March 8, 2006

Table of Contents

Introduction

The NIH Director's Pioneer Award (NDPA) program is a recently established research program designed to identify and fund innovative investigators in the field of high risk/high impact research.

The NDPA is designed to support individual scientists of exceptional creativity who propose pioneering approaches to major challenges in biomedical research. The term "pioneering" is used to describe highly innovative approaches that have the potential to produce an unusually high impact, and the term "award" is used to mean a grant for conducting research, rather than a reward for past achievements.

The NDPA is meant to support individuals who intend to pursue new research directions that are not already supported by other mechanisms. The program is not intended simply to expand the funding of persons already well supported for a particular project. Unlike most NIH grant mechanisms, the NDPA is designed not to support projects but rather to support highly creative and pioneering people.

Pioneer Award Process

The Pioneer Award process is conducted in two phases:

- **Phase One- Application submission**

  The application submission process requires two separate, but concurrent, steps: submission of the application to and submission of supplementary information to the NDPA Secure Web site. In addition, applicants must arrange to have three letters of reference sent to the NDPA Secure Web site located at **http://nihroadmap.nih.gov/pioneer/LettersofReference.aspx**.

  Detailed application instructions may be found at: **http://nihroadmap.nih.gov/pioneer/ApplicationInstructions.aspx**.

- **Phase Two- Application Review**

  Each application package will be assigned to three outside evaluators. These individuals may include a sub-set of those who participated in review of the nominees. At least one of the three evaluators will be selected by relevant research area (i.e., quantitative and mathematical

biology; instrumentation and engineering; molecular and cellular biology; physiological and integrative systems; behavioral & social sciences; pathogenesis & epidemiology; clinical research).

The remaining evaluators may be assigned independent of the research area. Each evaluator will be asked to review the entire application package, judging the extent to which the applicant demonstrates the qualities expected of the recipient of the NDPA as well as an assessment of the candidate's ability to articulate a vision of the critical questions in a field of biomedicine and his/her prospective role in addressing these questions. The evaluators will use a point scale system for ranking and will be asked to identify and justify their top four applicants. Approximately 20 of the top ranking applicants will be invited to the NIH for interviews.

Scoring Criteria

Evaluators review the application materials that include the applicant's essay, curriculum vitae, other research support, three letter of reference, and the sample of the application's most important scientific contribution, and rate each application of the following criteria:

- **Scientific problem to be addressed**
  - o Biomedical significance/importance
  - o If successful, likelihood of impact on biomedical problem
  - o Creativity, innovativeness

- **Investigator**
  - o Evidence for claim of innovativeness/creativity (innovation density)
  - o Demonstrated ability to devote 51% or more effort on NDPA project

- **Suitability for NDPA mechanism**
  - o Evidence that proposed project is of sufficient risk/impact to make it more suitable for NDPA than for traditional NIH grant mechanism
  - o Distinct from other research by investigator

- **Overall Merit**
  - o The extent to which the candidate embodies the characteristics of a scientific pioneer

Using a 5-point scale with 5 as the highest and 1 as the lowest score, evaluators rate each application on the four criteria detailed above. A score of 5 is applied to the application judged to be the most outstanding; a score of 3 is applied to the applications judged to be excellent; and a score of 1 is applied to applications judged to be good. The full range of scores is used to distinguish among the applicants.

Please remember that the best score is a 5 and the poorest score is a 1.

Evaluators are also responsible for designating the Top Four applications.

Accessing IAR for Pioneer Awards

Registered users can access Pioneer Award applications via the Internet Assisted Review (IAR) portal of NIH eRA Commons, a web-based system that allows principal investigators (PIs) and central research administration offices to communicate and send information electronically.

Any registered user with a Web browser (Internet explorer 5.01 or greater or Netscape 4.7 or greater) and Internet access can log in to the system. Other Web browsers are also supported, but some functionality may be lost.

Account Details

Reviewers will be able to log in to NIH eRA Commons and access Pioneer Award web features once they have received their Pioneer Award username and password. The Pioneer Award username and password are supplied to reviewers in the Pioneer Award Reviewer acceptance letter.

Logging In

To log into the Pioneer Award web site:

1. In your Web browser's Address field, type the following URL:**https://commons.era.nih.gov/commons/**. Press Enter. The eRA Commons Home Page (COM0001) appears (Figure 1).
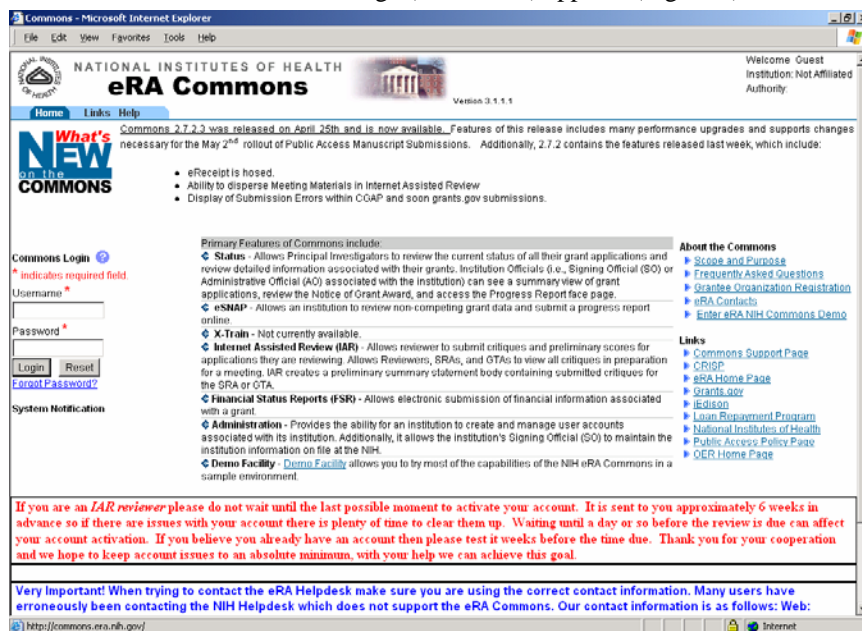

Figure 1: Type your Pioneer user name and password to log in to IAR for Pioneer Awards

2. In the **Username** field, type your Pioneer Award username.

3. In the **Password** field, type your Pioneer Award password.

NOTE: If you type an incorrect username or password, click **Reset** to reset your login selections.

> 4. Click **Login**. The eRA Commons Home Page (COM0001) appears (Figure 2).
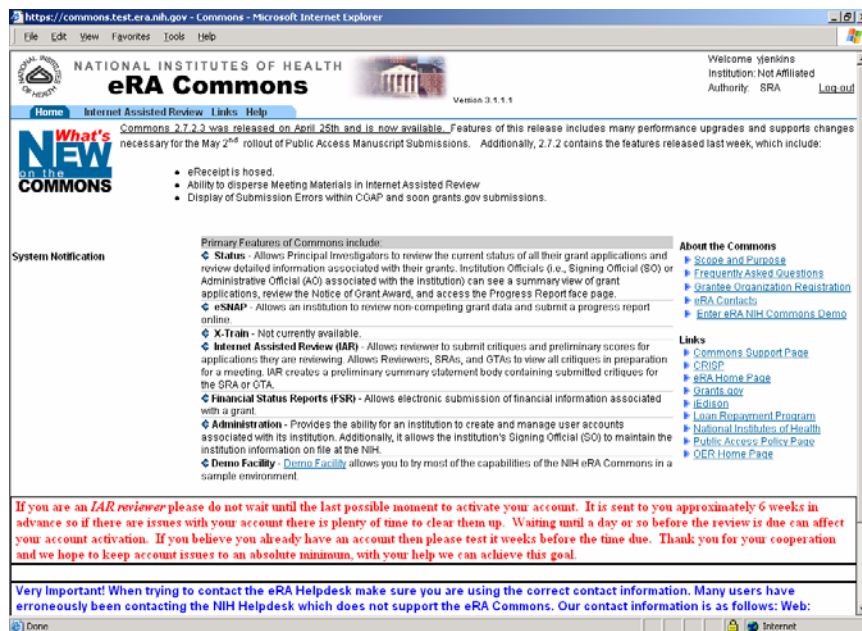

Figure 2: eRA Commons Home Page (COM0001)

Resetting Your Password

If you forget your password, the NIH eRA Commons provides a capability for you to request that your password be reset. In this case, a new password is generated and sent to you at the e-mail address contained in your user profile.

If you have forgotten your password:

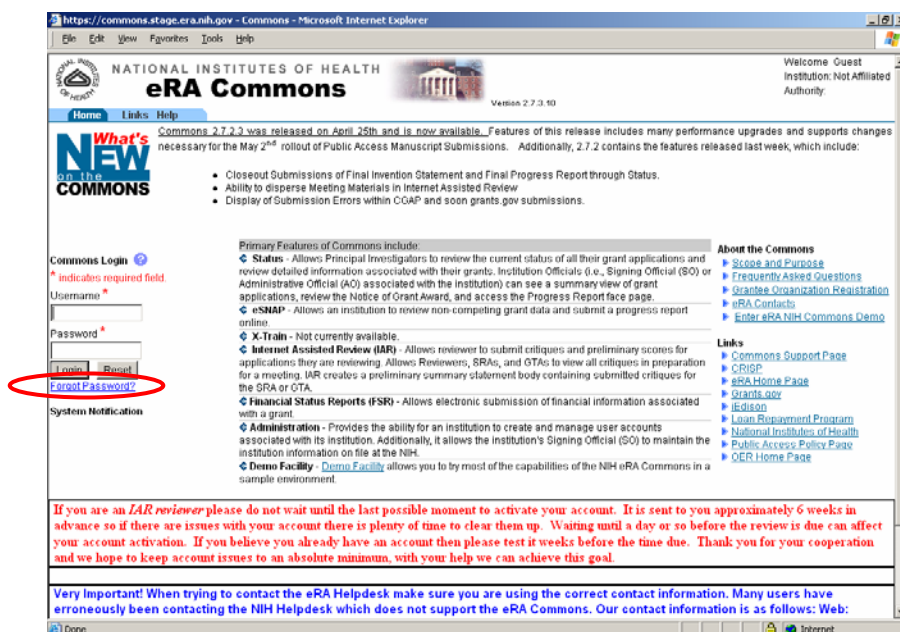1. Access the eRA Commons Login Page as described in *Logging In* on page 3.

Figure 3: Select the Forget Password hypertext link to access the Reset Password Screen

2. Select the **Forgot Password?** hypertext link to access the **Reset Password** screen. The **Reset Password** screen appears (Figure 4).

Figure 4: Reset Password Screen (FRW0002)

3. In the **User ID** field, type your Pioneer Award user ID. This is a required field.
4. In the **Email Address** field, type your official Pioneer Award email address. This is a required field.
5. Click **Submit**. You are returned to the eRA Commons Login Page and a confirmation message appears notifying you that your password has been reset.
6. Check your email inbox to verify your new password.

Logging Out of IAR

To log out of IAR:

1. Select the **Log-out** hypertext link located at the top of each page.
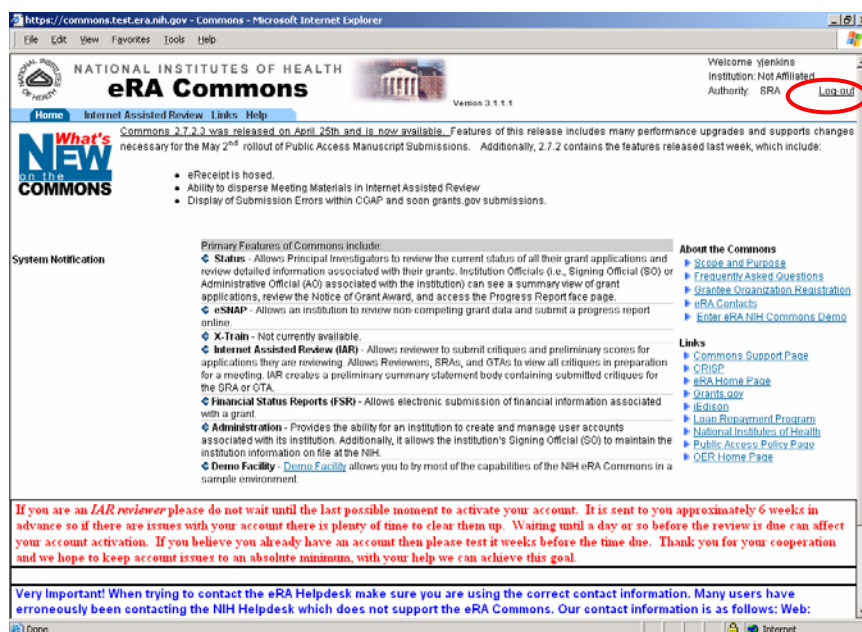
Figure 5: Select the Log-out hypertext link to log out of the IAR System

Expired Session

Your IAR session expires after 45 minutes of inactivity. Five minutes before expiration, an expiration message is displayed. Click **Keep Session** to resume your work or **Abandon Session** to force your account to log out.
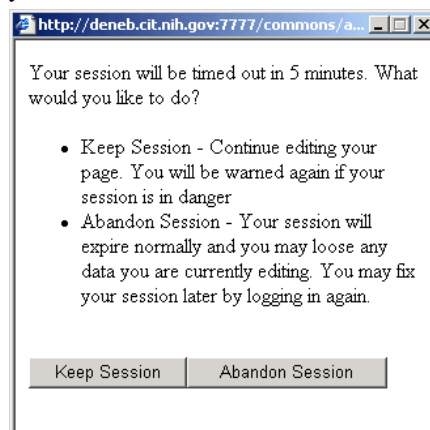

Figure 6: Select Abandon Session to log out of the IAR System

If your session expires while the NIH eRA Commons is open, because you did not respond to the expiration message within the allotted five minutes, you will experience errors or lost functionality in the system (such as disappearing buttons, Internal Server Error 500, pages displaying with no data, or prompts to log in again). If any of these problems occur, close your Web browser window and then reopen it to log in and start a new session.

Navigation Menu

After logging into the eRA Commons web site, a blue navigation menu appears to assist the user in accessing the various functions of IAR (**Error! Reference source not found.**). The navigation menu links are **Home**, **Internet Assisted Review**, **Links**, and **Help**. Click a navigation link to access sub-menus enabling further user functions and actions.

> **NOTE:** Various sub-menus are role based and are visible only to those users with appropriate privileges.
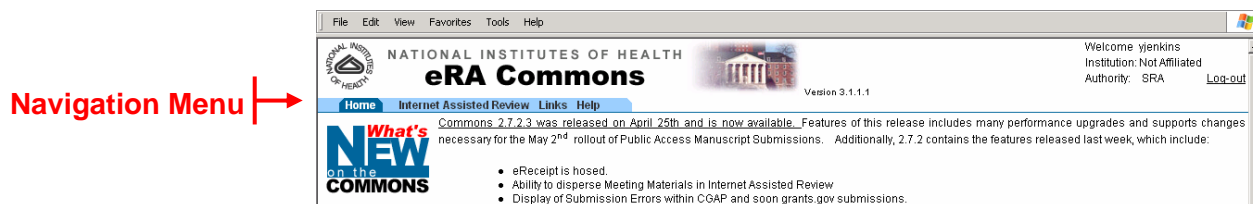
Navigation Menu ⊢→

Figure 7: eRA Commons Navigation Menu

Home Menu

The **Home** link is the default link of the navigation menu and the eRA Commons Home Page (COM0001) (Figure 2). See *IAR Home Page* on page 8 for further details. When you log into eRA Commons, the eRA Commons Home Page appears (COM0001).

Internet Assisted Review Menu

The Internet Assisted Review (IAR) menu provides the option for users to view Pioneer Award meetings and to view and score Pioneer Award applications. For detailed information regarding using the IAR menu, please see the *IAR Reviewer Users Guide*.

Links Menu

The **Links** menu enables you to view relevant links to the eRA Commons web site.

Help Menu

The **Help** menu enables you to access the eRA Commons online help system.

Pioneer Award Applications

IAR Home Page

When you log on to IAR, the IAR **List of Meetings** Screen (IAR0001, shown in Figure 8) appears with the navigation menu displayed across the top of the screen. The **List of Meetings** screen displays information relating to meeting name, meeting date, SRA name, date of evaluation, and action for Pioneer Award meetings.

Accessing the List of Meetings

To access the **List of Meetings** screen:

1. Log into NIH eRA Commons, as described in *Logging In* on page 3.
2. Select the **Internet Assisted Review** access tab from the Navigation Menu. The **List of Meetings** screen (IAR0001), shown in Figure 8, appears.
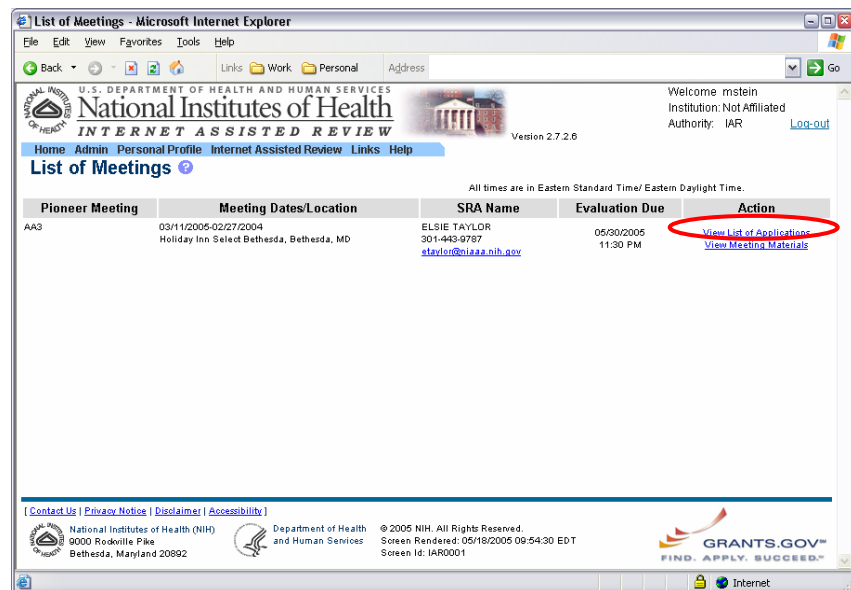

Figure 8: List of Meetings Screen (IAR0001)

List of Applications

The **List of Applications** page allows you to view information about the applications in the meetings assigned to your role, both Pioneer and non-Pioneer Award meetings. The data viewed on the List of Applications page is customized based on the current IAR phase and the type of reviewer you are.

The **List of Applications** screen includes information about the applications in a meeting (**Top 4 Designation**, **Application**, **Investigators**, **Title**, **Scores**, and **Action**) in addition to providing access to submitting and deleting scores and comments.

Accessing the List of Applications

To view the List of Applications screen:

1. Log into NIH eRA Commons, as described in *Logging In* on page 3.

2. Select the **Internet Assisted Review** access tab from the Navigation Menu. The **List of Meetings** screen (IAR0001), shown in Figure 9, appears.

Figure 9: Select the View List of Applications hypertext link from the List of Meetings Screen

3. Select the **View List of Applications** hypertext link from the **Action** column of the desired application.
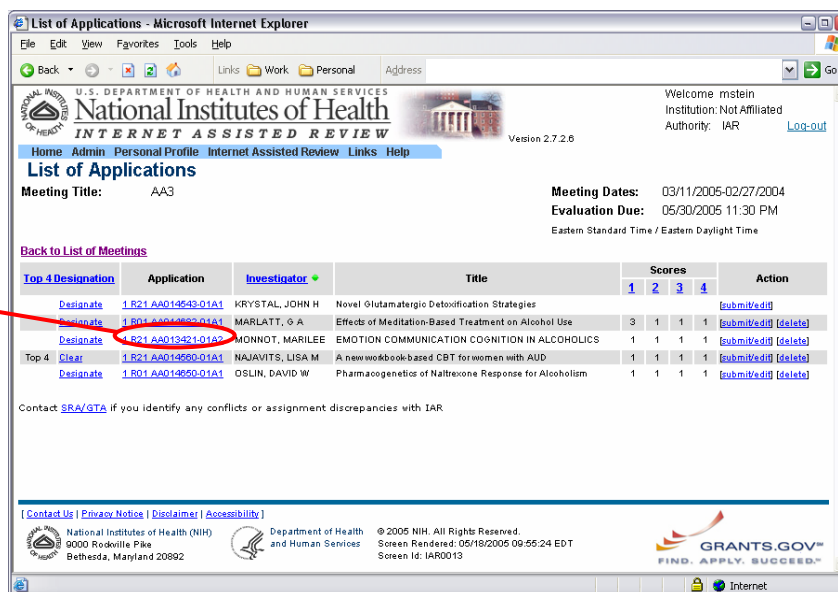   The **List of Applications** screen appears (Figure 10).

Figure 10: List of Applications Screen (IAR0013)

4. Select the **application identifier** hypertext link from the **Application** column of the **List of Applications** screen to view the details of the application.

Scoring Pioneer Award Applications

As a reviewer, you are responsible for evaluating the applicant's essays, letters of reference, and the example of the applicant's most important scientific contribution for evidence on how well the applicant fulfills the specified scoring criteria. See Scoring Criteria on page 2 for further details.

Scores for Pioneer Award applications are assigned values between 1 and 7, with 7 being the highest score and 1 the lowest score. In addition to these scores, the reviewer may also submit an optional comment to briefly explain the rationale in why a particular score was awarded.

To score a Pioneer Award application:

1. Access the **List of Applications** screen as described in *Accessing the List of Applications* on page 9.
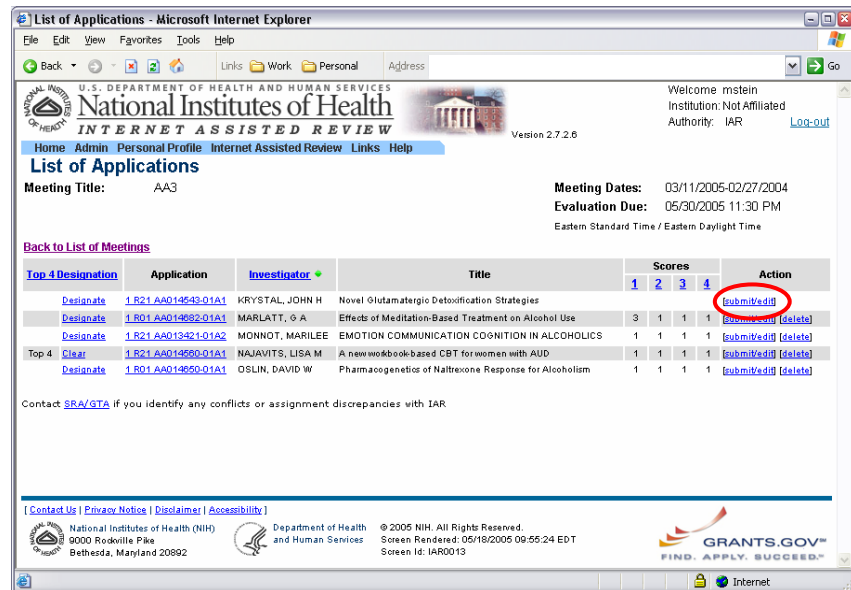
Figure 11: Select the submit/edit hypertext link to score a Pioneer Award application

2. Select the [**submit/edit**] hypertext link from the **Action** column of the application that you would like to score (Figure 11).
   The **Submit/Edit scores** screen (IAR0014) appears (Figure 12).
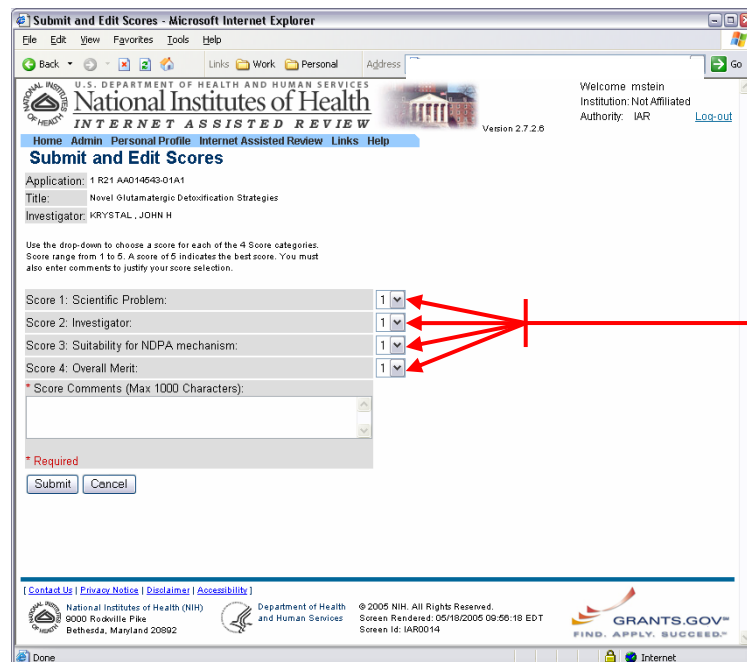

Use the drop-down menu to select a numerical score for each score set.

Figure 12: Submit/Edit Scores Screen (IAR0014)

3. Select a numerical score value that you would like to assign to each score set using the drop-down menu to the right of each score set.

4. In the **Score Comments** text box, type a brief explanation of your scoring rationale. There is a 1000 character minimum for this field.

NOTE: You are not required to add any score comments. If you choose not to add any comments, please type *N/A* in the **Score Comments** text box.

---

5. Click **Submit** to submit your scores. If you would like to cancel the scoring process, click **Cancel**.

   When the scores have been successfully submitted, the following message appears on the **Submit/Edit Scores** screen: *Scores/Comments Successfully Submitted*.

6. Select the **Back to List of Applications** hypertext link to return to the **List of Applications** screen (IAR0013).

Designating Top 4 Applications

You are able to designate select applications as the Top 4, using the **List of Applications** screen (IAR0013). The Top 4 Designation allows you to select your top four preferred applications. This designation can be helpful when there are several applications that have an identical score, and the reviewer wishes to single out one or more of the applications for special consideration.

To designate an application as a Top 4 application:

1. Access the **List of Applications** screen (IAR0013) as described in *Accessing the List of Applications* on page 9.

Figure 13: Designate the Top 4 applications from the List of Applications Screen

2. Select the **Designate** hypertext link from the **Top 4 Designation** column to designate the desired application as a Top 4 application (Figure 13). A Top 4 icon is attached to the application.

   Select the **Clear** hypertext link if you wish to remove the Top 4 Designation from the application.

Sorting Scores

To sort a column of scores:

1. Access the **List of Applications** screen as described in *Accessing the List of Applications* on page 9.

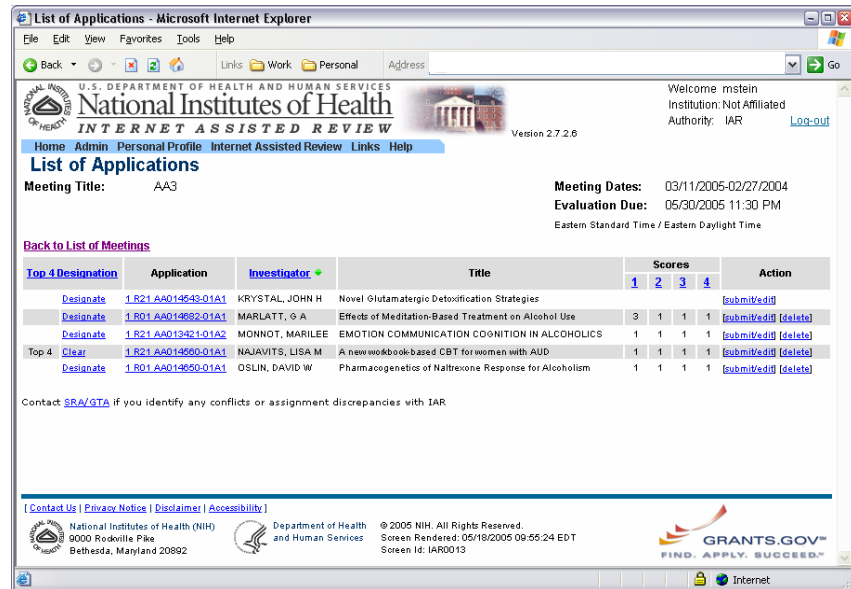2. Select any of the four numeric column headers (**1**, **2**, **3** and **4**).

Figure 14: Use the Score column headings to sort the listed applications

Sorting Investigators

To sort the list of investigators:

1. Access the **List of Applications** screen (IAR0013) as described in *Accessing the List of Applications* on page 9.

2. Select the arrow next to **Investigator** column header (Figure 15).

    *   Click the upper portion of the arrow to sort the column in ascending order.

    *   Click the lower portion of the arrow to sort the column in descending order.

Figure 15: Select the arrow located next to the Investigator column header to sort the column in ascending or descending order

Deleting Pioneer Award Scores/Comments

You can delete scores/comments by selecting the **Delete** hypertext link on the **Submit/Edit Scores** screen (IAR0014). However, this function is only available for scores/comments that have previously been submitted.

To delete a score/comment:

1. Access the **List of Applications** screen as described in *Accessing the List of Applications* on page 9.
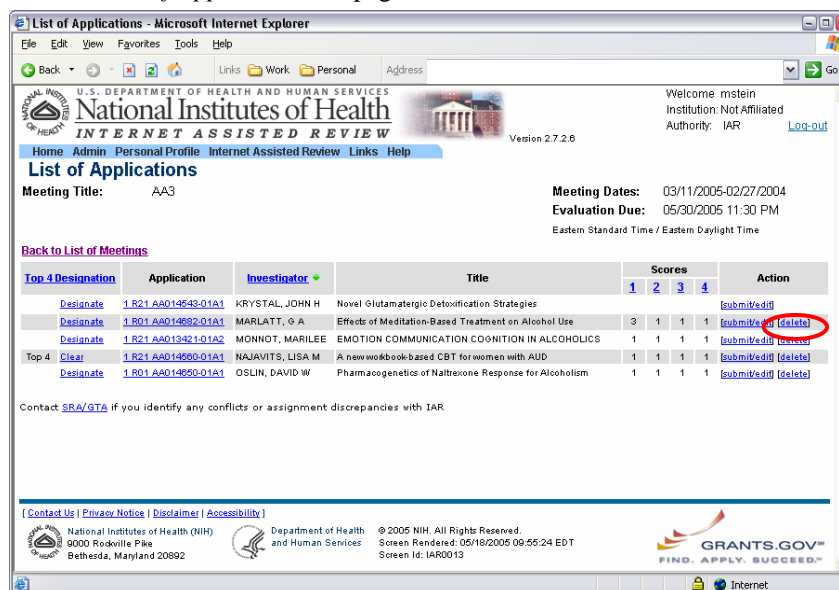
Figure 16: Select the delete hypertext link to delete an application's previously submitted scores

2. Select an application whose scores/comments are to be deleted by selecting the [**delete**] hypertext link (Figure 16).

The **Delete Critique/Score** (IAR0012) screen appears.

Figure 17: Delete Critique/Score Screen (IAR0012)

3. Select the delete option. You have the following delete options:

   • Critique Only

   • Score Only

   • Critique and Score (default selection)

4. Click **Submit**. A confirmation appears to allow you to verify deletion of the option you selected.

Figure 18: Confirm deletion of the selected options and click Continue

5. Click **Continue**. The critique/score selected option, is deleted from the application's record.

    You are returned to the **List of Applications** screen, and the [**delete**] hypertext link no longer exists for the critique/score that you deleted.

Account Administration

Account Administration

The **Administration** menu on the **Account Administration** screen (ADM1010), shown in **Error! Reference source not found.**, allows users to perform system and user accounts maintenance by utilizing the various **Administration** sub-menus.

To access the **Admin** menu:

1. Log into NIH eRA Commons, as described in *Logging In* on page 3 (Figure 19).
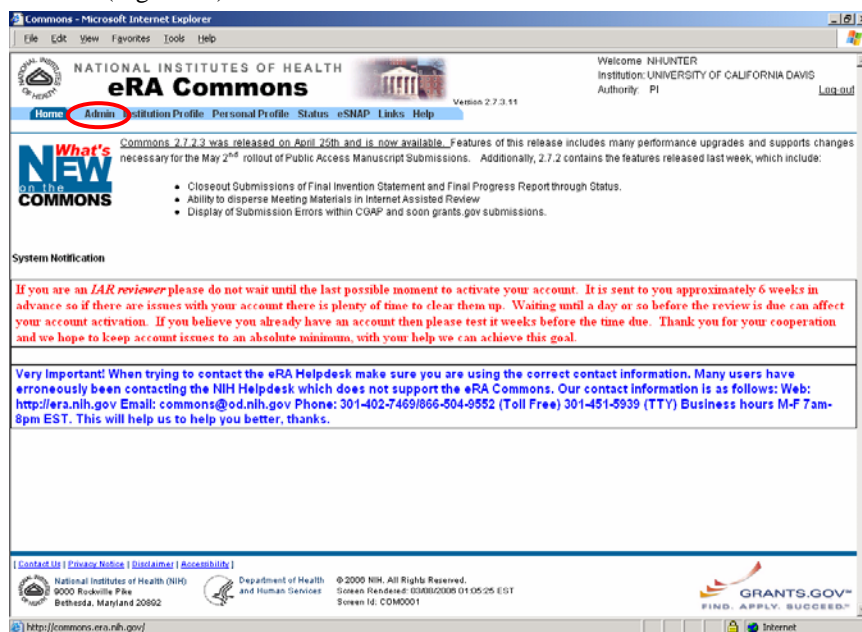
Figure 19: Select the Admin access tab from the eRA Commons Home Page to perform user account maintenance

2. Select the **Admin** access tab. The **Administration** screen (ADM1010) appears.
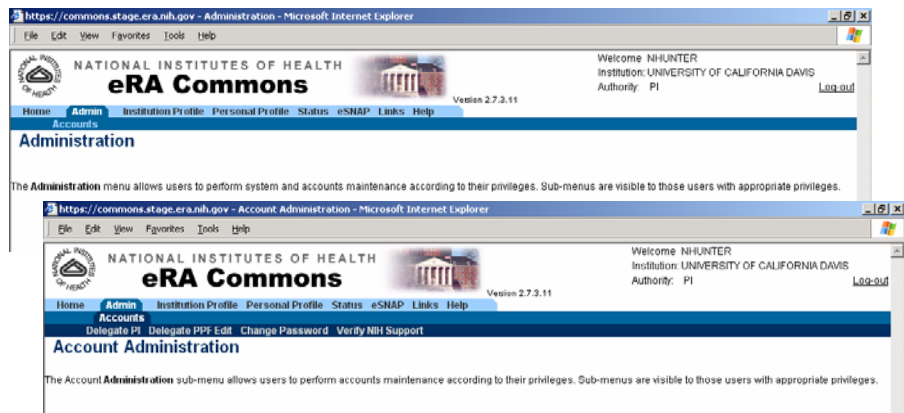
Figure 20: Account Administration Screen (ADM1005)

3. Select the **Accounts** access tab. The **Account Administration** screen appears (Figure 20).
   There are four Administration sub-menu items that can be selected from the **Accounts** access tab. The **Account** sub-menu items are **Delegate PI, Delegate PPF Edit, Change Password,** and **Verify NIH Support.** Each sub-menu is described in detail below.

Delegate PI

To delegate PI Authority that allows a PI to submit grant applications:

1. Log into NIH eRA Commons, as described in *Logging In* on page 3.

2. Select the **Admin** access tab.

3. Select the **Accounts** access tab.
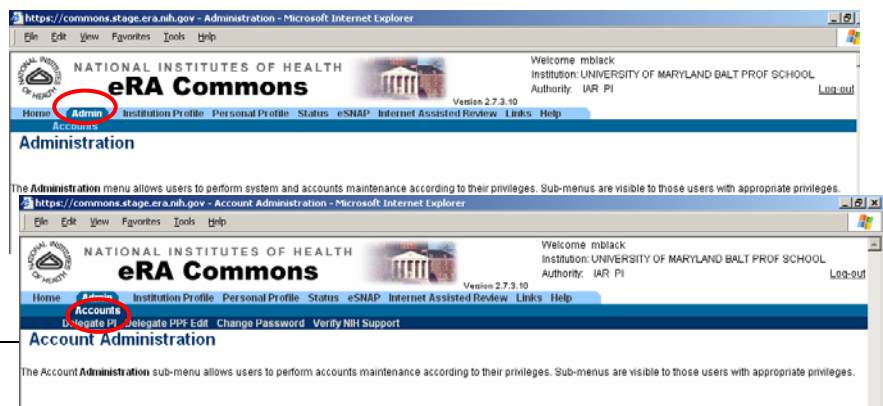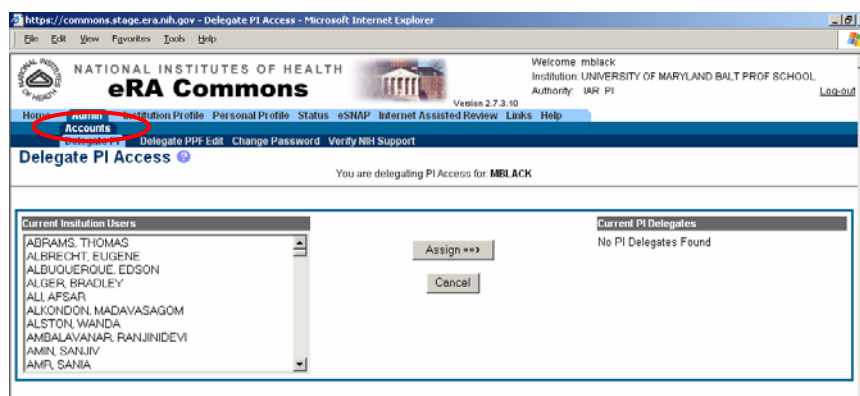
Figure 21: Select Delegate PI to delegate authority to submit the eSNAP grant application

4. Select the **Delegate PI** access tab (ESP7026). A list of names appears in the **Current Institution Users** box.

NOTE: If an individual's name does not appear in the **Current Institution Users** box, that individual does not have a current user name and password that will allow them to access the NIH eRA Commons system. Contact your institutional representative to request a user name and password for that person.

---

5. Select the name of the individual for whom you would like to delegate submit authority, from the **Current Institution Users** box.

6. Click **Assign**. The **Delegate PI Confirmation** screen appears (ESP7027).

7. Click **Save** to confirm the delegation.

   Repeat steps 5-7 until all desired users have been added.

Delegating Update Authority

To delegate the authority that allows another user to update your personal profile:

1. Log into NIH eRA Commons, as described in *Logging In* on page 3
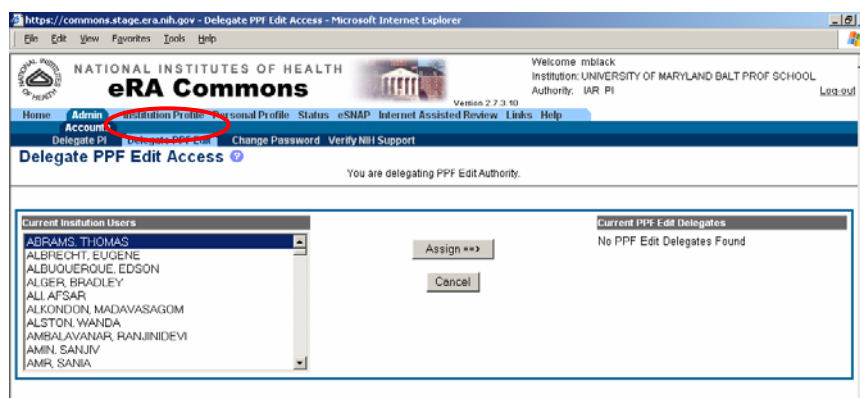2. Select the **Admin** access tab.

3. Select the **Accounts** access tab.
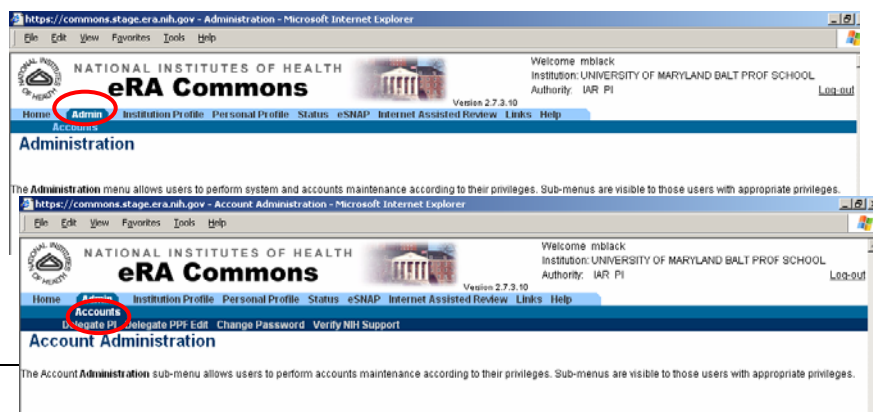
Figure 22: Select Delegate PPF Edit to delegate authority to update the PIs personal profile

4. Select the **Delegate PPF Edit** access tab (ESO7000). A list of names appears in the **Current Institution Users** box.

NOTE: If an individual's name does not appear in the **Current Institution Users** box, that individual does not have a current user name and password that will allow them to access the NIH eRA Commons system. Contact your institutional representative to request a user name and password for that person.

---

5. Select the name of the individual for whom you would like to delegate update authority, from the **Current Institution Users** box.

6. Click **Assign**. The **Delegate PPF Edit Confirmation** screen appears (ESP7001)
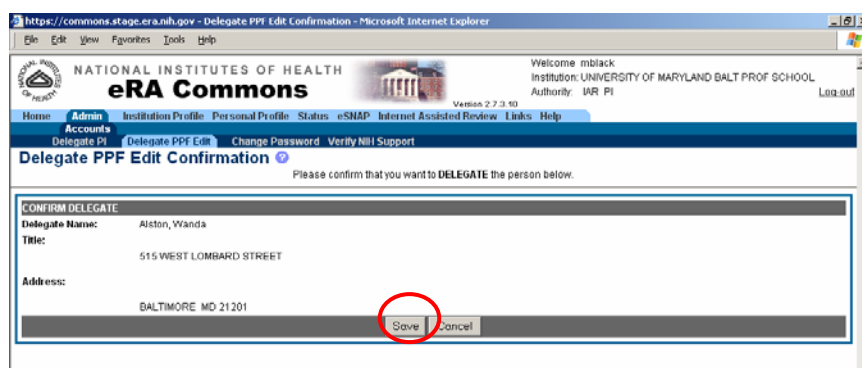
Figure 23: Delegate PPF Edit Confirmation (ESP7001)

7. Click **Save** to confirm the delegation.

   Repeat steps 5-7 until all desired users have been added.

NOTE: If a PI delegates PI update authority to a user, the PI must still log in to route the application. The PI must route the application to himself/herself, the

---

institution representative, or any other reviewer. This system allows the PI to review the application prior to its routing to the institutional representative.

Changing your Password

eRA Commons offers you the option of changing your password. You must be logged into the system in order to change your password.

To change your password:

1. Log on to eRA Commons as described in *Logging In* on page 3.
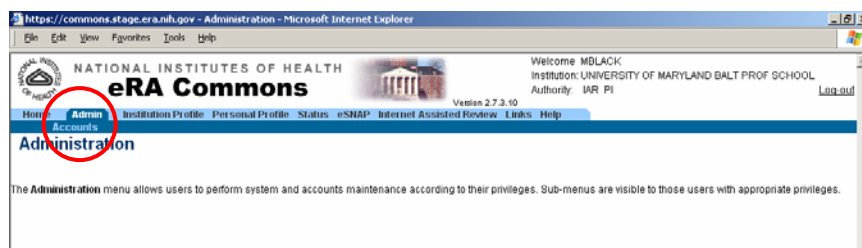
2. Select the **Admin** access tab (Figure 24).

Figure 24: Select the Admin access tab in order to change your account options

3. Select the **Accounts** access tab.

4. Select **Change Password** (Figure 25). The **Change Password** screen appears.
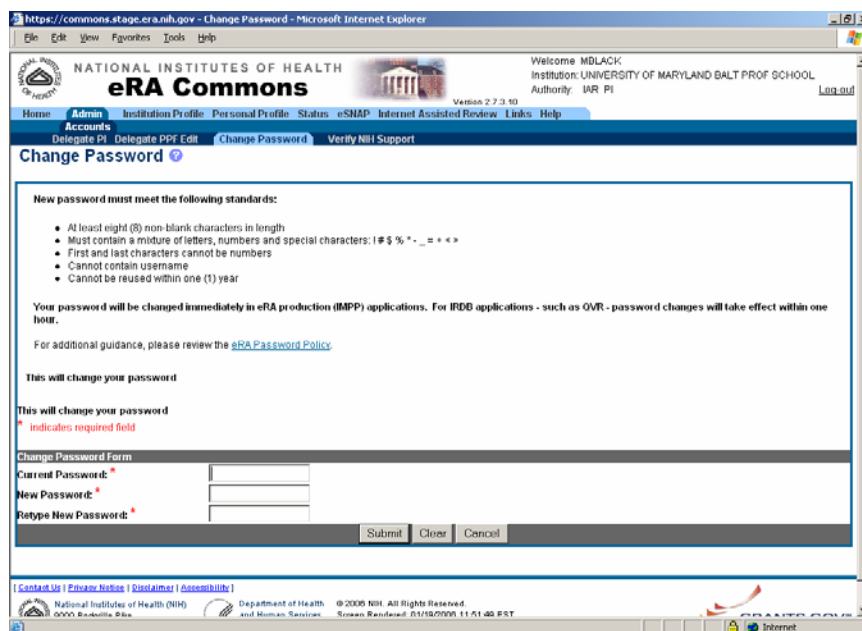
Figure 25: Change Password Screen (ADM1013)

5. Type your current password in the **Current Password** field.

6. Type your new password in the **New Password** field.

7. Retype your new password in the **Retype New Password** field.

8. Click **Submit** to update your password information.

Verify NIH Support

To view the Verify NIH Support screen:

1. Log on to eRA Commons as described in *Logging In* on page 3.

2. Select the **Admin** access tab.

3. Select the **Accounts** access tab.
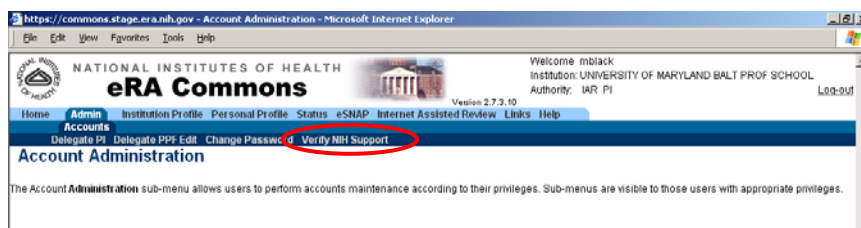
Figure 26: Select Verify NIH Support sub-menu item from the Accounts access tab

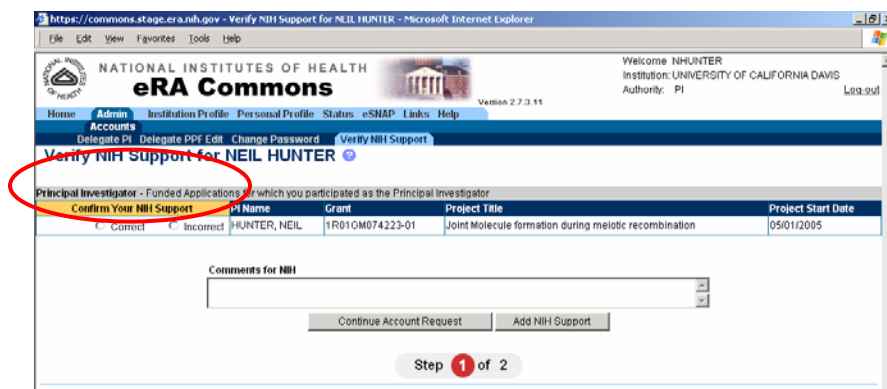4. Select the **Verify NIH Support** sub-menu item. The **Verify NIH Support** (PPF6032) screen appears (Figure 27).

Figure 27: Verify Support Screen (PPF6032)

5. Verify the information that appears.

- Select the *Correct* **Confirm Your NIH Support** option if the information presented is correct.

- Select the *Incorrect* **Confirm Your NIH Support** option if the information presented is incorrect.

6. Add any necessary comments to the **Comments for NIH** text box.

7. Click **Continue Account Request** to access the Complete Account Request screen (PPF6021).

Figure 28: Complete Account Request Screen (PPF6021)

8. Click **Complete Account Request**. You are returned to the eRA Commons Home Page.

Personal Profile

Users must maintain their personal information that remains on file with NIH. In order to do this, users must utilize the **Personal Profile** (PPF) section. This section allows users to maintain personal information including: degrees, publications, and contact information.

Creating a Personal Profile

NOTE: Users are only required to create a personal profile once. You are then able to maintain and make updates to your profile when necessary.

To create a personal profile:

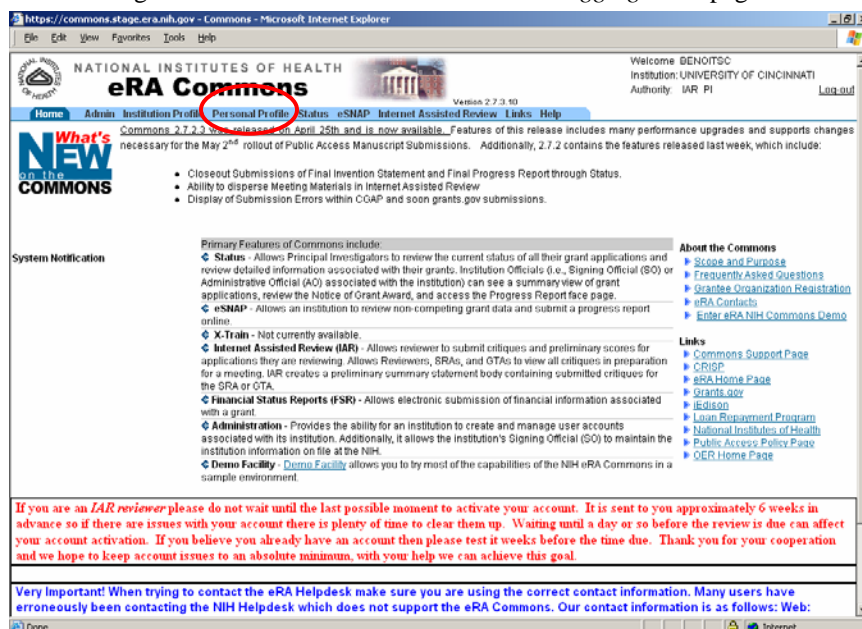1. Log on to eRA Commons as described in *Logging In* on page 3.

Figure 29: Select the Personal Profile access tab to add details to your personal profile

2. Select the **Personal Profile** access tab. The **Select Profile for Edit** screen appears (Figure 30).

NOTE: If someone other than the PI will be adding the PI's information, that individual must have updating authority. For instruction on granting an individual update authority, see *Delegating Update Authority* on page 19 .
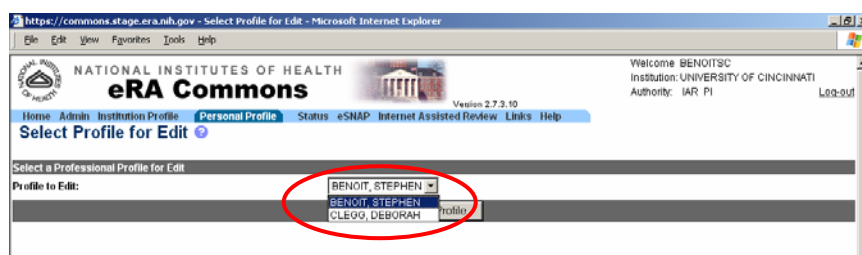

Figure 30 : Select Profile for Edit Screen

3. Select the PI name, for which you would like to create a profile, from the **Profile to Edit** drop down list.

    If you do not have updating authority, you will not have the option of choosing a profile to edit. You will immediately access the **Personal Page** screen (Figure 31).

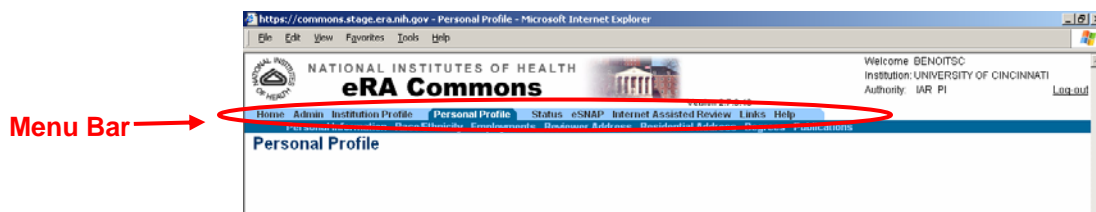4. Click **Select Profile**. The **Personal Page** screen appears (Figure 31).

Figure 31: Personal Page Screen (PPF6010)

5. You must complete each sub-menu item listed on the menu bar. These items must be completed in order as they appear from left to right.

    - Personal Information

    - Race/Ethnicity

    - Employments

    - Reviewer Address

    - Residential Address

    - Degrees

    - Publications

    Each of these sub-menu items are described in detail in the sections below.

Personal Profile Menu

The **Personal Profile** menu provides the option for users to view and edit their personal information that is recorded by the NIH.

Personal Information

To complete the personal information details:

1. Select **Personal Information** from the menu bar. The **Personal Information** screen appears (Figure 32).

Figure 32 : Personal Information Screen (PPF6008)

2. Complete the details of the **Identifying Information** block. Use the drop down lists when available.

NOTE: Some fields may be prepopulated since NIH uses some data contained in the database

3. Select any disabilities from the **Disabilities** block.

4. Click **Submit**. A message appears at the top of the screen to verify that your information has been updated.

NOTE: The information that you add to the Personal Information page is not saved until you click Submit. You can go back and make changes or updates to this information after it has been saved.

Race/Ethnicity

To complete the race/ethnicity details:

1. Select **Race/Ethnicity** from the menu bar.

Figure 33 : Race/Ethnicity Screen (PPF6011)

2. Make the proper race selection in the **New Information** block.

3. Select the proper ethnicity detail from the **Ethnicity** drop down list.

4. Click **Submit** to save your changes.

Employments

To add employment details:

1. Select **Employments** from the menu bar.

Figure 34: Employment List Screen (PPF6006)

2. Click **Add New Employment**. The **Add New Employment** screen appears (Figure 35).

Figure 35 : Add New Employment Screen (PPF6003)

3. Complete each field, using the drop down lists when available.

NOTE: If the email address entered on this screen is different from the eRA email address entered on the "Personal Information" screen, an additional screen will pop up asking that you verify your email address.

4. Click **Submit**. You are returned to the **Employment List** screen. Repeat steps 2-4 to add more employment records.

5. Click **Close** to close the **Employment List** screen.

To edit employment details:

1. Access the **Employment List** screen as described in *Employments* on page 27.

Figure 36: Employment List Screen (PPF6006)

2. Select the **Edit** hypertext link. The **Employment Info** screen appears.

Figure 37 : Employment Info Screen (PPF6005)

> 3.   Made the necessary modifications to the details included on the **Employment Info** page.
>
> 4.   Click **Submit**. You are returned to the **Employment List** screen and a message is displayed to confirm that your updates have been saved.

Reviewer Address

If the PI has been identified as an NIH Reviewer, the PI should complete the **Reviewer Address** screen by entering his or her work address.

To add reviewer address details:

> 1.   Select **Reviewer Address** from the menu bar.

Figure 38 : Reviewer Address Screen (PPF6016)

> 2.   Complete the required fields using the drop down lists when available.

3.   Click **Submit**. A message is displayed that confirms that the reviewer address information has been updated.

NOTE: Completing the Reviewer Address screen does not automatically add you to the list of reviewers. You must contact NIH to become a reviewer.

Residential Address

All postdoctoral fellows who have an NIH fellowship should complete the residential address details. NIH will use this information to contact you if necessary.

To add details to the residential address portion of the profile:

1.   Select **Residential Address** from the menu bar.

Figure 39 : Residential Address Screen (PPF6035)

2.   Add the necessary details to the appropriate fields. Use the drop down lists when available.

3.   Click **Submit**. A message appears to confirm that the residential address has been updated successfully (Figure 40).

Figure 40: A confirmation appears to signify that the residential address has been successfully update

---

Degrees

The Degrees sub-menu item allows users to view and edit their academic information as it is recorded by the eRA Commons system.

To add degree details:
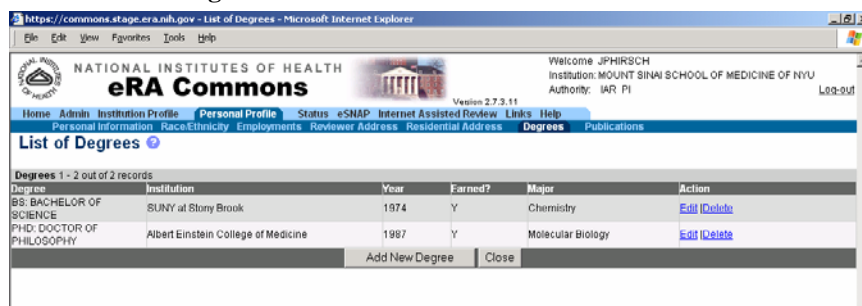
1. Select **Degrees** from the menu bar.

Figure 41: List of Degrees Screen (PPF6002)

2. Click **Add New Degree** to add new degree details. The **Add New Degree** screen appears (PPF6000).

Figure 42: Add New Degree Screen (PPF6000)

3. Add the necessary details to the appropriate fields. Use the drop down lists when available.

NOTE: Fields that are marked with a red asterisk are required fields.

4. Click **Submit**. A message appears to confirm that the information you added was successfully updated.

To edit degree information:

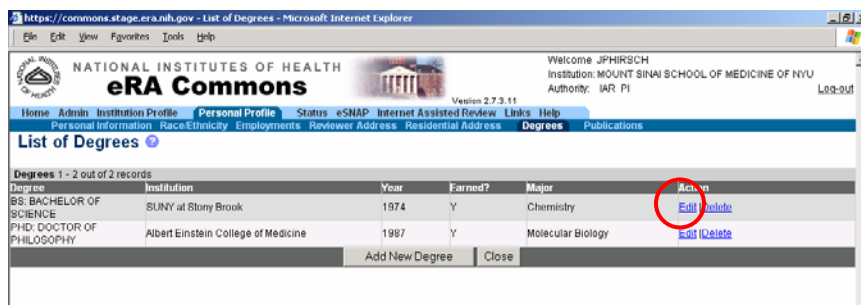1. Access the **List of Degrees** screen as described in *Degrees* on page 31.

Figure 43: Select the Edit hypertext link to modify the degrees record

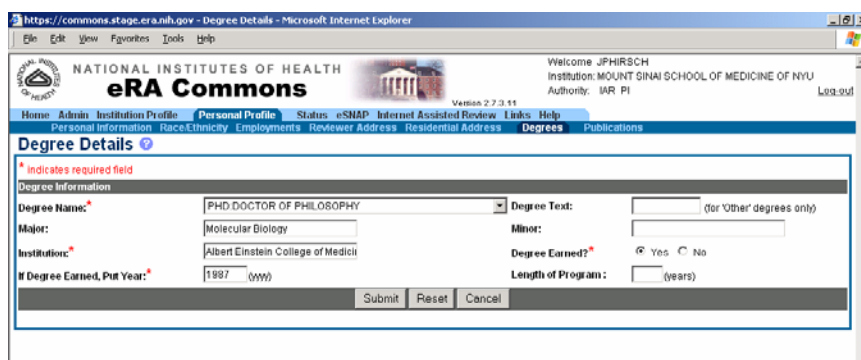2. Select the **Edit** hypertext link. The **Degree Details** screen (PPF6001) appears.

Figure 44: Degree Details Screen (PPF6001)

3. Make modifications to the degree record using the drop down lists when available.

4. Click **Submit**. A message appears to confirm that the information you added was successfully updated.

To delete degree information:

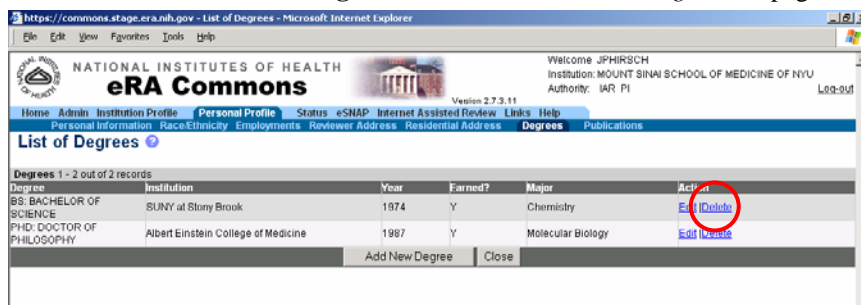1. Access the **List of Degrees** screen as described in *Degrees* on page 31.

Figure 45: Select the Delete hypertext link to delete a degree record

2. Select the **Delete** hypertext link. The **Delete Degree** screen (PPF6013) appears.
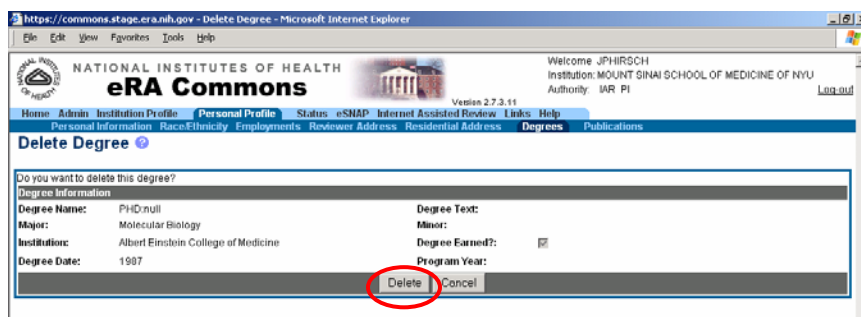
Figure 46: Delete Degree Screen (PPF6013)

3. Click **Delete**. The degree record is deleted from your personal profile.

Publications

Use the Publications sub-menu item to view and edit your publication information as it is recorded by the eRA Commons system. Currently, only one publication may be entered at a time. You can do this by cutting and pasting or by typing the details directly into the appropriate text box.

To add a publication:

1. Select **Publications** from the menu bar. The **List of Publications** screen (PPF6015) appears (Figure 47).
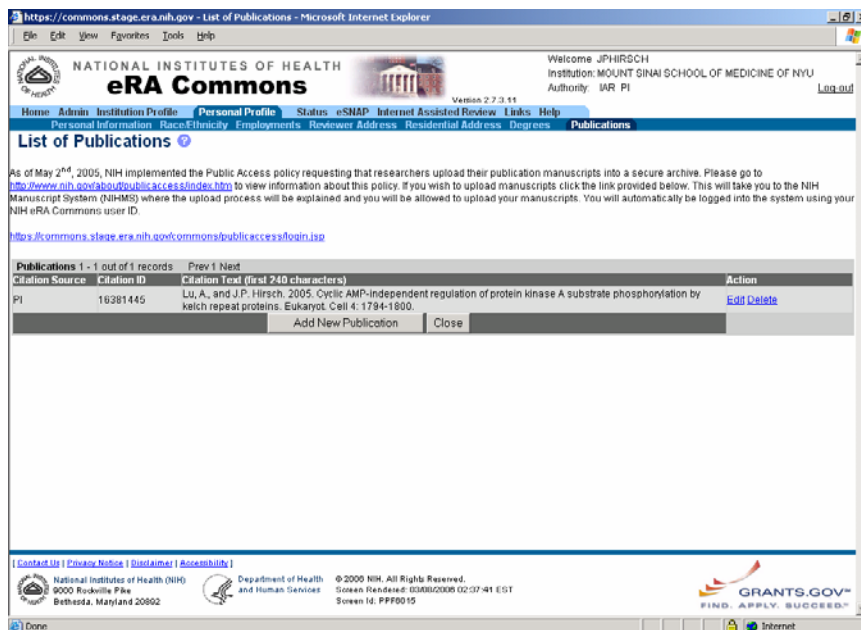

Figure 47: List of Publications Screen (PPF6015)

2. Click **Add New Publication**. The **Add New Publication** (PPF6040) screen appears (Figure 48).

Figure 48: Add New Publication Screen (PPF6040)

3. Type the publication citation number in the **Publication Citation Number** field. This field is not required, so if you do not know the citation number you have the option of leaving the field blank.

4. Click **Submit**. You may add as many citations as necessary, click **Submit** after adding each citation.

To edit a publication record:

1. Access the **List of Publications** screen (PPF6015) as described in *Publications* on page 33.

Figure 49: Select the Edit hypertext link to modify the publication record

2. Select the **Edit** hypertext link. The **Publications Details** screen (PPF6039) appears.

Figure 50: Publications Details Screen (PPF6039)

3. Make the necessary modifications to the available fields.

4. Click **Submit** to save the changes that you made to the record.

To delete a publication record:

1. Access the **List of Publications** screen (PPF6015) as described in *Publications* on page 33.

Figure 51: Select the Delete hypertext link to delete the publication record

2. Select the **Delete** hypertext link. The **Delete Publications** screen (PPF6038) appears.

Figure 52: Delete Publication Screen (PPF6038)

3. Click **Delete**. The publication record is deleted from your profile.

Index